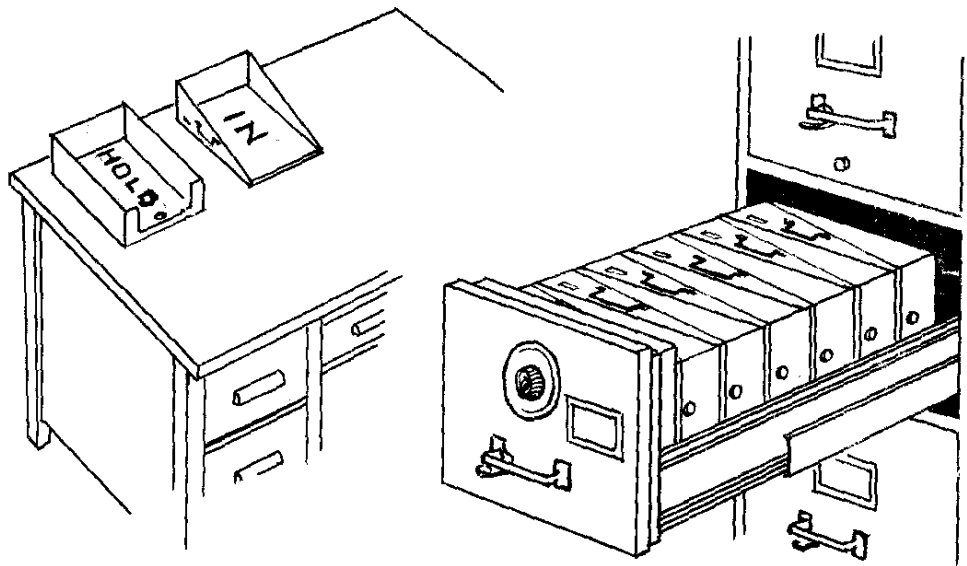


## PORTABLE DESK TRAYS

Portable desk trays were developed by the Agency for maintenance of your day-to-day working papers.



### CONVENIENCE

DAY - Use top as an "IN" tray and bottom for "HOLD" tray (or nest bottom in top if only one tray is desired).

NIGHT - Use "IN" tray as a top and carry work accumulation as in a brief case. Place in safe with one hand - no stacking on top of other trays, no spilling of contents, no loss of papers in back of drawer.

### ECONOMY

Overnight storage in safe cabinets for as many as six persons per drawer as compared to the usual two persons using standard wooden trays.

Cost per person for safe space and wooden tray.....	\$31.10
Cost per person for safe space and portable tray....	\$13.41

For additional information see your Area Records Officer or call the Records Management Division, Management Staff, Ext. 3862.

